DEPARTMENT OF NATURAL RESOURCES POSITION DESCRIPTION

Classification: Research Scientist – Senior (Project)
Working Title: Snapshot Wisconsin Coordinator
Location: Madison (Science Operations Center)

POSITION SUMMARY: This position provides operational leadership to Snapshot Wisconsin, the Department's volunteer-based, statewide trail camera wildlife monitoring program. This position ensures effective operation and integration of a large Snapshot Wisconsin research team working on the volunteer program, communications, science support and technology support; this person has the interest and skills to operate at a big picture level to move Snapshot Wisconsin most effectively into the future and works on the fine scale details to ensure that daily activities of the project runs smoothly. Information derived from Snapshot Wisconsin provides key decision support for wildlife population monitoring and management and provides a way for citizens to directly engage with the monitoring of wildlife populations in a novel way. Therefore, this position is a key element in the agency's wildlife population monitoring program and on statewide trail camera operations and citizen science. Specific responsibilities include; (1) Direct and manage the daily operations of Snapshot Wisconsin as it has expanded statewide and to allow enrollment on public lands; (2) Seek and develop internal and external networks to facilitate wildlife decision support through innovative and value-added scientific collaborations; (3) Manage the Snapshot Wisconsin volunteer program including application, acceptance, training and retention of volunteers and coordinate with University of Wisconsin – Cooperative Extension and other entities to do this most effectively; (4) Provide exceptional customer service to Snapshot Wisconsin volunteers by organizing the intake and processing of volunteer communications and striving to continually improve the volunteer experience through technological solutions, staff training and other avenues; (5) Create regular Snapshot Wisconsin communications including blogs, newsletters and social media posts and collaborate on Snapshot Wisconsin communications with Office of Applied Science Communications Team; (6) Work with OAS research scientists to find creative solutions to use Snapshot Wisconsin data for wildlife decision support and share Snapshot Wisconsin data with the public; (7) Interface between Snapshot Wisconsin and Office of Applied Science research scientists on wildlife population science with a primary goal of using Snapshot Wisconsin outputs in meaningful and productive ways; (8) provide leadership to Snapshot Wisconsin staff teams.

This position requires a senior level of technical and scientific knowledge and expertise and works independently to design and implement Snapshot Wisconsin. This position serves as the primary advisor to the Division of Fish, Wildlife and Parks on Snapshot Wisconsin Operations and Management.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS: This position is responsible for statewide implementation of Snapshot Wisconsin. Frequent travel to study areas is anticipated with specific areas dependent on research objectives. Occasional travel statewide and nationally will be necessary to complete consultation duties, attend meetings and conferences, and foster collaborative relationships with colleagues. This position will be located in Madison at the Science Operations Center.

SCOPE OF AUTHORITY: This position reports to the Director (Section Chief), Office of Applied Science within the Fish, Wildlife and Parks Division.

Goals & Activities:

This position is responsible for producing scientific, technical, and leadership outcomes achieved through key work processes and activities.

30 %   Goal A: Direct and manage the daily operations of Snapshot Wisconsin

A1.   Working with the position supervisor, coordinate the daily work activities of assigned project, limited term, contractor and intern employees to facilitate daily Snapshot Wisconsin tasks including volunteer communications, project planning, recruitment and training, data management, scheduled communications,

data quality checks, photo processing, project documentation, coordination with collaborators and request for Snapshot data.

A2.   Assemble teams to assist in implementing Snapshot Wisconsin and provide long-term strategic and daily direction for coordinated and smooth implementation of Snapshot Wisconsin activities.

A3.   Working with the position supervisor, develop and manage project budgets and work with Purchasing section and vendors to produce simplified and full bids for products.

A4.   Produce regular reports on Snapshot project status and future direction for internal audiences.

A5.   Work with position supervisor to coordinate necessary staffing to meet program objectives including hiring, scheduling and providing daily direction to program employees.

A6.   To ensure high quality data for wildlife decision support, document all policies and procedures related to Snapshot Wisconsin operations, including information technology, and provide training to project staff to ensure consistency and repeatability in all elements of project operations.

A7.   Oversee work plan of information technology contractor working on Snapshot Wisconsin application development, database corrections and extensions, photo storage and general technology workflow issues.

A8.   Develop and maintain inventory of Snapshot Wisconsin cameras and equipment and make purchases as needed.

A9.   Implement a data QA/QC program as a routine part of Snapshot Wisconsin.

A10.   Interact with Wisconsin DNR Legal Services and Law Enforcement staff as needs arise to answer questions or resolve issues.

20%   Goal B: Manage the Snapshot Wisconsin Volunteer Program

B1.   Maintain and update Snapshot Wisconsin volunteer sign up survey and manage enrollment of volunteers, making sure to document and follow set procedures.

B2.   Coordinate training sessions by establishing a set schedule with locations so that prospective volunteers can plan for training, staffing sessions in coordination with University of Wisconsin – Cooperative Extension Natural Resources Educators, and prepare equipment and materials to facilitate polished training sessions that make the most of everyone's time.

B3.   Provide exceptional customer service to Snapshot Wisconsin volunteers by organizing the intake of volunteer phone calls and emails to ensure volunteers hear back from project staff in a speedy and consistent manner.

B4.   Monitor volunteers that have not met necessary milestones and contact them on a regular schedule following appropriate protocols to work with them to make progress or retire from the program, as needed.

B5.   Oversee the schedule, structure, staffing and attendance of volunteer appreciation events and surveys to volunteers to understand their experience with Snapshot Wisconsin in hopes of making continual program improvements

B6.   Coordinate contact with volunteers that are producing error-prone data to fix data problems or replace equipment as needed.

B7.   Manage the Snapshot Wisconsin educator enrollment and participation paying special attention to the need for additional educator resources or products to help facilitate an educational and positive experience for Wisconsin students.

B8.   Brainstorm and implement new, more efficient and effective policies and procedures for daily tasks, including the use of automation when possible.

20 %   Goal C: Science and data networking

C1.   Seek and develop innovative partnerships inside and outside Wisconsin DNR to further the wildlife decision support goals of Snapshot Wisconsin.

C2.   Interface between Snapshot Wisconsin and Office of Applied Science research scientists on wildlife population science to ensure that program operations will successfully lead to realized wildlife decision support goals along a timeline that is meaningful for decisions.

C3.   Facilitate wildlife decision support and analysis by providing data access, maintaining positive working relationships with collaborators, understanding and explaining the limitations and appropriate use of Snapshot

Wisconsin data, keeping record of various research being conducted using Snapshot Wisconsin data, and being proactive in finding novel uses of Snapshot data especially as it relates to needs within Wisconsin DNR.

C4.   Collaborate with Office of Applied Science research scientists on data analysis tools to more efficiently deliver research and management products using Snapshot Wisconsin data, and work to automate these products when possible.

C5.   Work as a team with Office of Applied Science research scientists to identify potential management applications and analysis using Snapshot Wisconsin data.

C6.   Connect and collaborate with external research scientists to provide and use resources to improve the process and outputs of Snapshot Wisconsin and share information learned in Snapshot Wisconsin to aid other research efforts.

20 %   Goal D: Direct and manage Snapshot Wisconsin communications

D1.   Working with the OAS Communications Team, assume the role as point person for Snapshot Wisconsin communications to guarantee a consistent message and strong presence on social media and within WDNR communication channels.

D2.   Prepare outreach materials, photos, PowerPoint presentations, social media posts, and articles for Snapshot Wisconsin to be used as needed at presentations, outreach events or invited contributions.

D3.   Produce internal and external technical reports to meet agency and partner research and management needs.

D4.   Disseminate research findings and scientific information through appropriate communication tools including public meetings, popular articles, media interviews and educational workshops.

D5.   Provide guest talks on Snapshot Wisconsin when requested and approved and submit contributed talks on research output of Snapshot Wisconsin a regional and statewide wildlife conferences.

D6.   Participate in and contribute to Office of Applied Science communication plans and strategies.

10 %   Goal E: Share and display Snapshot Wisconsin data for research applications

E1.   Understand the Snapshot Wisconsin database structure and produce queries and outputs of data as needed.

E2.   Contribute to the policies and procedures of creating final data from Snapshot Wisconsin photo classifications that will be used to populate data visualization tools (i.e., data dashboard).

E3.   Research and prioritize options, timelines and cost for various Snapshot Wisconsin data display and sharing approaches.

E4.   Oversee development of the Snapshot Wisconsin data visualization tools being aware of sensitivity around exact species locations, sensitive species, records disposal authorizations and open records requests.

E5.   Solicit feedback on Snapshot data products and make changes to better meet the needs of users.

E6.   Communicate with internal and external partners that will have interest and may derive benefit from Snapshot Wisconsin data visualizations, especially as it relates to wildlife decision support applications.

Knowledge, Skills, and Abilities:

- Expert Knowledge of effective citizen science operations and programs
- Knowledge of volunteer engagement and management
- Knowledge of trail camera mechanics and deployment methodologies
- Knowledge of wildlife population monitoring
- Knowledge of data quality control and assurance programs and protocols
- Knowledge of Department functions, goals, policies and objectives
- Knowledge of adaptive management principles and their application to wildlife management
- Knowledge of partner research and management organizations, agencies and universities
- Knowledge of information technology infrastructure needed to successfully implement a large-scale data management project

- Knowledge of outreach and marketing techniques
- Knowledge of other large-scale trail camera research projects and state-of-the art analyses for trail camera data
- Knowledge of wildlife trail camera and citizen science peer-reviewed literature
- Skill in effectively communicating complex scientific issues to a wide variety of audiences
- Skill in statistical analysis and population modeling (use of program R is preferred)
- Skill in technical and popular writing
- Skill in effective team management and collaboration
- Skill in development of collaborative relationships with internal and external partners and stakeholders
- Skill in developing and implementing big ideas
- Skill in automating processes and
- Ability to lead teams, work well as a team member, and work individually with limited direction
- Ability to multi-task
- Ability to effectively prioritize time to simultaneously meet objectives and deliverables across multiple priority work areas
- Ability to manage large network of volunteers
- Ability to produce peer-reviewed publications of scientific work independently and collaboratively
- Ability to network and connect with new collaborators

ADDENDUM:
Department Competencies

Safety: Ensures a culture of safety within the work unit. Demonstrate responsibility for the safety and health of employees. Monitor effectiveness and ideas for improvement. Ensures that staff is provided safety information and training, and for insures that all operations are performed with the utmost regard for the safety and health.

Decision Making: Able to analyze situations fully and accurately to reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible, at the correct level of decision hierarchy. The desired outcomes for this competency include excellence and credibility in decision making.

Service Excellence: Makes customer service a top priority and constantly seeks to improve customer service. Is responsive to changes in what customers want and need. Delivers on promises made to customers and follows up appropriately. The desired outcome for this competency is a strong connection to our customers.

Effective Communications: Able to express ideas in a clear, concise and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Is a good listener, even when differing viewpoints are being expressed. Openly shares information and keeps all relevant parties updated. The desired outcome for this competency is strategic unity built on trust.

Interpersonal Relationships: Builds and maintains effective working relationships with others both internally and outside the organization; takes a positive and productive approach to resolving any conflicts which may arise. Exemplifies the commitment to the DNR's core value of respect; to work with people, to understand each other's views and to carry out the public will, maintain integrity, and treat everyone with fairness, compassion and dignity. The desired outcome of this competency is a shared mind set and pool of meaning.

Leadership: Fosters and encourages support from his/her team to accomplish objectives, follow procedures, and accepts suggestions; inspires confidence and respect; motivates people to achieve agency goals and objectives; promotes respect, honesty, integrity, and fairness to all. Enforces standards/rules fairly and consistently and leads with courage. The desired outcomes for this competency are accountability through ownership of the work, staff alignment with agency direction, and full engagement of all employees.